



ADA LETTER GENERATOR

Table of contents

01

INTRODUCTION

02

**BEFORE
& AFTER**

03

**KEY
FEATURE
S**

04

**HOW IT
WORKS**

05

BENEFITS

Introduction

The System is a web-based form application designed to automate the creation of PDF documents. It allows users to input customer information, select letter templates, and instantly generate professional PDF files. The system improves efficiency, reduces manual work, and ensures consistent document formatting

BEFORE THE SYSTEM

Manual document creation



Name, Address , Date, Account ID
Case Number and Agent (EUID)

Risk of errors



Manual data entry and document formatting can lead to missing details, and inconsistent document formats.



Time-consuming process

Creating documents manually takes a lot of time because users must repeatedly type information, format content, and generate files one by one



No automation in PDF generation

AFTER THE SYSTEM



Dynamic form fields

The form automatically shows or changes input fields based on the selected letter type making data entry faster and more relevant.



Automatic Manila date

The system automatically detects and displays the current date based on the Manila timezone, eliminating the need for manual date input.



Automated PDF creation and download

The system instantly generates a PDF from the form data and automatically downloads it, saving time and effort.



Modern and user-friendly interface

The system has a clean, intuitive design that makes it easy for users to navigate and complete tasks quickly.



Faster and more accurate workflow

Automation reduces manual steps, allowing tasks to be completed quickly and correctly.

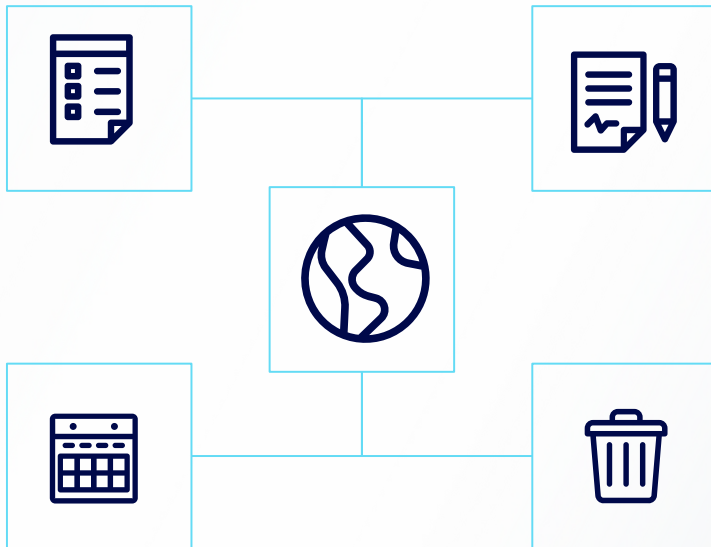
KEY FEATURES

Dynamic Letter Templates

The system offers letter types, and the form adjusts automatically based on the selected template.

Automatic Date and Time (Manila Time)

The system automatically detects and displays the current date based on the Manila timezone, eliminating the need for manual date input.



PDF Generation

The system instantly generates a PDF from the form data and automatically downloads it, saving time and effort.

Clear Form

Users can reset the form while keeping important fields, like the date and agent EUID, intact—so you can start fresh without losing essential information

HOW IT WORKS



Step 1

The user opens the System form in a web browser. The system automatically loads the current date based on the Manila timezone and displays it on the interface.



Step 2

The user selects a letter type from the dropdown menu. Based on the selected letter type, the system dynamically displays additional input fields.



Step 3

The user fills in the required information such as customer name, case number, account number, and address.



Step 4

When the user clicks the 'Generate PDF' button, the form data is sent to Google Apps Script.

The backend processes the data, applies the selected template, and generates a PDF file.



Step 5

The generated PDF is returned to the browser and automatically downloaded by the user.

BENEFITS



**Saves time
and effort**



**Reduces
human error**



**Multi-Template
Ready**

DEMO

